



Memorandum

To: The Historic Preservation Commission
From: Kyndal Sagers
Date: November 6, 2025
Re: Historic Artifact Display Policy

Introduction

The Town of Springdale Historic Displays Policy (policy) provides a framework to ensure the preservation and integrity of the Town's collection of historical items. The policy helps to preserve cultural heritage and ensure responsible practices. The policy outlines the introduction and mission, the Collections Committee, supporting staff, the Parks and Recreation Director as the Executive Director, acquisitions, deaccession/disposal, collections care, and documentation.

Historic Displays Policy

The Town occasionally receives requests from residents and non-residents regarding the donation of historical artifacts. Staff recommends that the Historic Preservation Commission create a policy for managing such donations. At the same time, this policy could address acquisitions, deaccession/disposal, collections care, and documentation. Staff has prepared a draft policy, which is attached to this document.

The key points of this policy are:

- **Mission:** To preserve, protect, and promote Springdale's historical and cultural heritage, making it accessible for present and future generations.
- **Access:** The Town aims to provide access to the collection through artifact presentation, publications, and its website to promote familiarity and accessibility with Springdale's historical artifacts.
- **Authority and Responsibilities:** The Collections Committee is responsible for acquisitions, accessions, and deaccessions, meeting as needed. The Executive Director has overall responsibility for collection management and delegates specific protection and preservation tasks. Staff is responsible for the physical care, administration, and documentation of the collection.
- **Acquisitions:** Objects are acquired based on criteria such as historical significance, ability to enhance the collection, educational value, physical condition, documentation, and the Town's ability to care for them. Gifts are generally accepted on an unrestricted basis, and bequests require specific documentation. All acquisitions need a detailed proposal, recommendation from the Executive Director, and approval by the Collections Committee.

- **Deaccessions/Disposal:** Objects may be deaccessioned due to poor quality, duplication, irreparable condition, inability to care for the object, lack of authenticity, or legal issues. The process requires staff review, Executive Director recommendation, and Collections Committee approval. Disposals follow Town code, and proceeds are used for historical displays or Historical Preservation Commission projects.
- **Collections Care:** Emphasizes providing a safe, stable, and appropriate environment for the collection, with effective security and environmental control, and carrying out preventative maintenance.
- **Documentation:** The Town maintains accurate records on all collection objects, adhering to Utah State's record retention procedures.

Action

Commissioners should review and discuss the draft policy and draft Deed of Gift. The Commission should decide if this policy should be adopted or not, and make recommendations to Staff on any proposed amendments. If the Commission votes to proceed with this policy (with or without amendments), it should make a recommendation to the Town Council to adopt this policy.

Sample Motion Language

The Commission may refer to the following sample language when making a motion:

The Historic Preservation Commission recommends that the Town Council adopts/does not adopt the proposed Historical Display Policy, as discussed in the Historic Preservation Commission meeting on November 13th, 2025. The Historic Preservation Commission also recommends approval of the Gift of Deed document.

This is based on the following findings:

[LIST FINDINGS]

DRAFT - Town of Springdale Historical Displays Policy

Section 1 - INTRODUCTION

Purpose

The Town of Springdale Historical Displays Policy (Policy) provides a framework to ensure the preservation, safety, and integrity of both the Town's collection and other items of historical value that may be temporarily housed at the Canyon Community Center. The Policy summarizes standard policies and identifies the respective roles and responsibilities of the Collections Committee, Executive Director, and staff.

The Town of Springdale (Town) has a keen interest in acquiring unique and quality artifacts and objects that will help promote the General Plan's goals, specifically the Natural and Cultural Resource Goals. Sub-Goal D is to preserve and promote community appreciation for the Town's heritage and cultural history.

This Policy intends to set out the Town's approach to manage and preserve artifacts for display and storage. A copy of the Policy will be made available publicly and posted on the Town's website.

Mission Statement

To preserve, protect, and promote the rich historical and cultural heritage of Springdale, ensuring its unique story and character are celebrated and accessible for present and future generations, in alignment with the Town's vision to remain a distinctive and cherished community.

Access

It is fundamental to the Town's mission to provide access to the collection and promote appreciation of its significance. Among the primary means of achieving this goal are the presentation of artifacts, disseminating information through publications, and utilizing the Town's website for a variety of audiences ranging from children to adults. These areas draw upon the collection and research as primary sources for engagement and promoting familiarity with Springdale's historical artifacts.

Section 2 - AUTHORITY AND RESPONSIBILITIES

Ensuring the collection's integrity and development is a fundamental responsibility of the Collections Committee and staff.

Collections Committee

The Collections Committee (Committee) is a standing committee that is responsible for the collection's acquisitions, accessions, and deaccessions. The Committee is composed of staff and commissioner(s) from the Historic Preservation Commission.

Executive Director

The Executive Director, the Parks and Recreation Director, has overall responsibility for the management of the collection as well as outgoing and incoming displays. The Executive Director delegates specific responsibility for managing, protecting, and preserving the collection.

Staff

The staff is guided in its work related to the collection by this Policy. The responsibility for the physical care, risk management, administration, and documentation of the collection lies with the appropriate staff members.

Collections Committee Charter

Purpose: The central role of the Collections Committee is to oversee the development of the collection in alignment with the goals stated in Section 1.

Key Responsibilities: The Committee is tasked with the following responsibilities:

1. To review and recommend or reject proposals regarding acquisitions, deaccessions/disposals;
2. To review and advise on strategies for developing the collection; and
3. To review and revise the Town of Springdale Historical Display Policy as necessary.

Authority to Recommend or Decide: The Policy gives the Committee the following responsibilities:

1. To acquire historical objects recommended for acquisitions; and
2. To deaccess/dispose of historical objects.

Conflict of Interest: If a member of the Collections Committee has a conflict of interest relevant to a matter on which action or a recommendation is being considered (including and especially those set out in the Collections Management Policy), that member shall disclose the conflict of interest.

Schedule of Committee Meetings: The Committee will meet as needed.

Committee Members: The collections committee comprises two rotating members from the Historic Preservation Commission, one Town Council member, the Executive Director, and designated staff members.

Quorum: A quorum, consisting of a minimum of three committee members, must be present at each meeting to conduct business.

Support Staff: The Executive Director designates staff to attend Collections Committee meetings as appropriate.

Section 3 - ACQUISITIONS

Criteria

When recommending an object for acquisition, staff and the Collections Committee must consider the following criteria:

- The quality and historical significance to Springdale
- The capacity to enhance the collection
- The significance or potential social, cultural, or educational value
- The physical condition and whether it is sufficiently documented
- The ability of the Town to store and care for the object properly
- If the object is being given to the town permanently

Gifts

A Gift is any in-kind donation of an object by an individual or organization. To make a valid Gift, there must be clear intention on the part of the donor to transfer title and possession of the property. It is essential to the validity of such a Gift that the transfer of both possession and title shall be absolute and immediate. The donor must intend to turn over the object itself over to the Town, but also to relinquish all right of dominion.

Restrictions

As a general principle, the Town only accepts Gifts of objects on an unrestricted basis whereby a donor has no intent to govern the terms or conditions of the Gift, such as, but not limited to, its use, display, loan, publication, or deaccession and disposal. Any exception must be in writing and must be reviewed and approved by the Committee. Before presentation to the Collections Committee, donors are required to sign a Deed of Gift indicating their intention that works are offered as unrestricted Gifts, unless otherwise indicated. To the extent feasible, all acquisitions should include the transfer of all intellectual property rights, including but not limited to copyright, when applicable, in and to the work being acquired.

Bequests

A bequest is the transfer of particular property to the Town under the terms of a testamentary disposition. It is important to have on record, as evidence of the transfer of title, a copy of the provision of the testamentary document that concerns the bequest to the Town, as well as verification (if applicable) of the executor's, trustee's, or personal representative's authority and a copy of the final receipt the Town signs in accepting the bequest. The Town is not obliged to accept a bequest. Unless otherwise designated by the donor and agreed to by the Town, accepted bequests are initially accepted as general property, and may thereafter, if appropriate, be moved into the collection following the procedures set forth herein. If the intended bequest is not accepted, suitable recipients may be recommended to the executor, trustee, or personal representative.

Approval Process

The acquisition of an object by gift, bequest, or purchase, including fractional and joint gifts and purchases, requires the following:

1. For all acquisitions, the applicant submitting the object to be acquired writes a detailed proposal including a description of the work, its condition, history, importance to the collection, justification for acceptance, and relevant publication

information. The applicant will fill out an application with all the above and additional relevant information.

2. Recommendation to the Collections Committee by the Executive Director
3. Approval by the Collections Committee

Section 4 - DEACCESSIONS/DISPOSAL

Deaccessioning is a recognized means of refining and improving the collection to ensure the Town's own and uses the collection as appropriate to its mission.

Acquisitions in the Town's collections may be deaccessioned only after the most rigorous scrutiny. Transparency and professionalism shall govern all aspects of the deaccessioning process and activity. Deaccessioning takes into account the need for avoidance of conflict of interest and disclosure, and the approval of the Collections Committee.

Criteria

Objects may be recommended for deaccession for a number of reasons, including, but not limited to, the following:

- The object is deemed to be of poor quality or insignificant in aesthetic quality and to lack value for exhibition or study purposes
- A better or comparable example is in the collection, or may be obtained through whole or partial exchange
- The object is a duplicate, deemed unnecessary to retain
- The condition of the object is such that repairs are not feasible or will no longer represent the original work
- The Town is unable to care adequately for the object because of the object's particular requirements for storage or display, or its continuing need for special treatment
- The object is a reproduction without intrinsic value as an object in itself
- The authenticity or attribution of the work is determined to be false or fraudulent, and the object lacks sufficient aesthetic merit or historical importance to warrant retention
- The object is deemed not pertinent to any field that falls within the Town's mission for the collection

- The Town's possession of the work is not consistent with applicable law; e.g., the work may have been stolen or illegally imported in violation of applicable laws of the jurisdiction in which the Town is located, or the work may be subject to other legal claims
- A competing ownership claim, whether based on ethical or legal considerations, has been found to have merit after the Town has respectfully and diligently addressed the claim. As appropriate and reasonably practical, the Town should seek to resolve the claim through voluntary discussions directly with a claimant or facilitated by a third party

Approval Process

The deaccessioning of an acquisition requires the following:

1. Review and recommendation to the Executive Director by the appropriate staff
2. Recommendation to the Collections Committee by the Executive Director
3. Approval by the Collections Committee

Method of Disposal

All deaccessioning must be done in compliance with the Town's policy for disposal of surplus property in section 10-9-13 of the Town Code. Objects generally will be disposed by (i) sale at public auction; but may also be disposed of by (ii) sale through consignment, (iii) whole or partial exchange, or (iv) direct sale to a museum or suitable institution, dealer or other buyer; (v) gift to an institution; or (vi) return in the case of a legitimate ownership claim when retention is ruled out. If there is minimal or no market value, withdrawn objects may be destroyed before witnesses.

Use of Proceeds

Funds derived from the disposal of objects will be placed into fund accounts to be used for historical displays and or uses for the Historical Preservation Commission projects.

Section 5 - COLLECTIONS CARE

Collections care and preservation are core responsibilities for the Collections Committee, the Executive Director, and staff. The Town shall provide a safe, stable, and appropriate environment for the collection, both on display and in storage, with effective

security and environmental control. Appropriate standards of handling and installation to preserve objects in the collection shall be maintained.

The Town recognizes the importance of carrying out preventative maintenance for the collection, including re-housing, conservation, examination, documentation, research, and treatment in order to achieve the best possible state of preservation.

Section 6 - DOCUMENTATION

Records

The Town maintains accurate, up-to-date records on the identification, location, condition, and treatment of objects in the collection, including pre-accessioned, accessioned, and deaccessioned objects, as well as correspondence with donors.

All records created or received in the transaction of the Town's proper business are the property of the Town and will follow in accordance with Utah's appropriate record retention procedures.

DRAFT - Deed of Gift

I (We) hereby irrevocably and unconditionally convey, donate, give, and deliver to the Town of Springdale all rights (including copyrights), title, and interest in and to the item(s) listed below. I (We) affirm that I (we) own said item(s) and have complete right, title, and interest in said item(s) and that the item(s) is/are not subject to any liens, claims, or encumbrances. By my signature, I assert my understanding of the above conditions and those listed on the back of this agreement.

This gift is given to the **Town of Springdale** for its purposes as it deems appropriate.

Description of Item(s)

(Include artist, title, date, medium)

Image of Item

I (We) wish the gift to be identified as:

Gift of:

Name of Donor (please print):

Telephone:

Address:

Signatures

The Town of Springdale hereby accepts the gift(s) described above.

Signature of Executive Director

Date

Signature of Donor/Donors

Date

*Complete both copies of this deed of gift and return them to the **Town of Springdale**. A signed copy will be returned to you.*

Points of Interest from the Town of Springdale Historical Displays Policy

- ② **The Town of Springdale (Town) does not appraise item(s) given to the Town.** Donors can have items appraised prior to donation. If the donor(s) wish an authorized agent of the Town to sign the appropriate IRS documents regarding the gift (8283 form), a copy of the appraisal documents with values must be filed with the Town.

ACQUISITIONS

- ② The Town may acquire items under the following conditions:
 1. Item(s) that are relevant to and consistent with the mission and activities of the Town.
 2. Item(s) that add quality and are historically significant to the Town.
 3. Item(s) for which the Town can provide proper storage, protection, and preservation.
 4. Items are acquired through gifts, bequests, or transfers.
- ② The Town will not accept items with restrictions or conditions. All title and any applicable copyright for all item(s) becomes the sole property of the Town of Springdale and is obtained free and clear for use or future disposition.
- ② All items obtained for the Town are the property of the Town and not that of any individual paid or unpaid staff member of the Town.
- ② The Town does not guarantee that donated items will be placed on display, to keep donated items together as a unit, or to acknowledge publicly the donor's name with each item used in an exhibit.
- ② Recommendations on the acquisition of items for the collections will be the

responsibility of the **Collections Committee**.

- ② The Town will keep and maintain complete accession records for all items acquired for the collections.

COLLECTIONS

- ② The collections of the Town consist of historically significant items and are owned outright and constitute an important part of the Town. The Town maintains:
 1. Collections – includes items that are in good condition, are unique, or well-documented. Collection items are accessioned, cataloged, and deaccessioned (prior to disposal).

DEACCESSIONING AND DISPOSING OF ITEMS FROM THE COLLECTIONS

- ② Deaccessioning of an item(s) may be considered at any time when items in the collections no longer align with the Town's mission, no longer continue to be relevant and useful to the purposes and activities of the Town, can no longer be properly stored, preserved, or it is in the best interest of improving the collection.
- Items will be deaccessioned only upon approval of the Collections Committee.
- All deaccessioning must be done in compliance with the Town's policy for disposal of surplus property in section 10-9-13 of the Town Code. Objects generally will be disposed by (i) sale at public auction; but may also be disposed of by (ii) sale through consignment, (iii) whole or partial exchange, or (iv) direct sale to a museum or suitable institution, dealer or other buyer; (v) gift to an institution; or (vi) return in the case of

a legitimate ownership claim when retention is ruled out.

- If there is minimal or no market value, withdrawn objects may be destroyed before witnesses.

I, the undersigned, acknowledge that I agree to the terms and conditions stated in this agreement. **Initial:** _____ **Date:** _____